



**Department of Public Works and Environmental Services
Land Development Services**

12055 Government Center Parkway, Suite 636
Fairfax, Virginia 22035
Tel: 703-324-1833, Fax: 703-324-1810, TTY: 711

Request for Records

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA), citizens have the right to access public records in the custody of a public body. All public records are available for inspection and copying upon request. A public body may charge for the costs of research and reproduction.

You will be charged for the costs of research and reproduction in accordance with the Code of Virginia 2.2-3704(F).

Staff will inform you in writing if the records you have requested are excluded from the provisions of the Virginia FOIA.

Please fill out the information below:

Requestor Information:

Request Date: _____ Phone: _____ ext. _____

Name: _____

Company: _____

Address: _____

_____ City _____ State _____ Zip _____

Email: _____ Fax: _____

Signature of Requestor: _____

Property Location: _____

Project Name: _____ Tax Map # _____

Permit # _____ Plan # _____

Please describe in detail the information you are requesting: